|  |
| --- |
|  |
| **This form must be completed and sent electronically to the North Carolina Department of Public Instruction at** **NCGrants@dpi.nc.gov** **by each grantee receiving $25,000 or more in total state grant funds.**Each grantee receiving at least $25,000 must complete the basic information requested here relative to the organization, as well as the accounting for State funds received, used or expended, and a description of activities and accomplishments undertaken by the grantee with the State funds.  |

|  |  |
| --- | --- |
| 1. **Organization:**
 |  |
| Organization Name: |  |
| Tax Identification #: |  |
| Organization Fiscal Year End: (mm/dd/yyyy) |  |
| Mailing Address (street, city, state, zip code): |  |
| Phone Number (area code + number): |  |
| Fax Number (area code + number): |  |
| Contact Person: |  |
| Contact Person Title: |  |
| E-Mail Address: |  |

|  |
| --- |
| 1. **Receipts**
 |
| **Funding State Agency** | **Grant Title** | **Total Receipts** |
|  |  |  |
| 1. **Expenditures**
 |
| **Category** | **Dollar Amount** |
| Personnel |  |
| Contracted Services  |  |
| **(a)Total Personnel/Contracted Services Costs:** |  |
| Office Supplies & Materials  |  |
| Service Related Supplies  |  |
| **(b)Total Supplies & Material Costs:** |  |
| Travel  |  |
| Communications & Postage  |  |
| Utilities  |  |
| Printing & Binding  |  |
| Repair & Maintenance  |  |
| Meeting/Conference Expense  |  |
| Employee Training (no travel)  |  |
| Classified Advertising  |  |
| In-State Board Meeting Expenses  |  |
| **(c)Total Non-Fixed Operating Expense:** |  |
| Office Rent (Land, Buildings, etc.)  |  |
| Furniture Rental  |  |
| Equipment Rental (Phones, Computers, etc.) |  |
| Vehicle Rental |  |
|  |
| **Expenditures (continued)** |
| Insurance & Bonding |  |
| Books/Library Reference Materials |  |
| Mortgage Principal, Interest and Bank Fees |  |
| **(d)Total Fixed Charges & Other Expenses:** |  |
| Buildings & Improvements |  |
| Leasehold Improvements |  |
| Furniture/Non-Computer Equip., $500+ per item |  |
| Computer Equipment/Printers, $500+ per item |  |
| Furniture/Equip., under $500 per item |  |
| **(e)Total Property & Equipment Outlay:** |  |
| Purchase of Services |  |
| Contracts with Service Providers |  |
| Stipends/Scholarships/Bonuses/Grants |  |
| **(f)Total Services/Contracts:** |  |
| Food |  |
| Other (provide description here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Other (provide description here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Other (provide description here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Other (provide description here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **(g)Total Other Expenses:** |  |
| **Total Expenditures (sum a through g)** |  |

**Unexpended cash balance (do NOT** **use with reimbursement grants)**

|  |  |
| --- | --- |
| Beginning of the year cash balance |  |
| End of the year cash balance |  |

**NOTE:**  If total receipts, expenditures, beginning or ending unexpended grant balance available for expenditures is $500,000 or more, an audit is required by *GS 143C-6-23.*